

Director of the Investigations and Enforcement Bureau (IEB) Massachusetts Gaming Commission (MGC) (August 2012)

Scope

The Director of the Investigations and Enforcement Bureau (IEB) of the Massachusetts Gaming Commission (MGC) shall be appointed by and serve at the pleasure of the Commission, directly reporting to the Executive Director as delegated by the Chair. The Director of the IEB will be the operational and administrative head of the bureau and shall be responsible for executing, administering and enforcing the provisions of law relative to investigations and enforcement. The bureau shall be a law enforcement agency and its employees shall have such law enforcement powers as necessary to effectuate regulatory and criminal enforcement. This includes the power to receive intelligence on an applicant or licensee and to investigate violation of gaming laws.

The Director of the IEB shall oversee and be the responsible regulatory authority for all related activities, including licensing, compliance, investigations, and enforcement oversight.

The Director of the IEB shall be responsible for staffing, establishing, maintaining, and changing administrative units as may be appropriate, subject to the approval of the Commission and Executive Director. The Director plans, directs, executes, and coordinates all investigative and enforcement activities to include effective supervision of the members of the State Police, Alcohol Beverage Control Commission and local Police assigned to the Bureau.

The Director of the IEB shall be responsible for fostering the principles of the MGC Mission Statement among the staff and all stakeholders. These principles include assisting with the creation of a fair, transparent and participating process for implementing the expanded Commonwealth gaming law while seeking to provide economic development benefits and revenues to the people of the Commonwealth and reduce to the maximum extent possible, the potentially negative or unintended consequences of the new legislation as it relates to gaming.

General Duties and Responsibilities

Under the supervision of the Commission and Executive Director:

- a) Maintains efficient and effective day to day operations of the IEB, its employees, and agents
- b) Manages and employs a diverse group of employees
- c) Develops administrative procedures, and internal controls for the IEB, which ensures the highest integrity and efficiency
- d) Establishes relationships and credibility for the MGC, with local, state, and federal agencies and all other stakeholders in the gaming industry in the Commonwealth
- e) Attends and participates in all Commission meetings and works with staff to manage correspondence and communication with all IEB matters reflecting the official actions of the MGC and assists Commissioners in all functions as needed
- f) Develops and administers appropriate training for IEB staff, ensuring all are competent and knowledgeable of all regulations, laws and policies and procedures
- g) Oversees the development and preparation of the IEB budget
- h) Reviews operations to assess performance against budget and legal requirements, and implements corrective action as necessary

- i) Attends gaming trade shows, seminars and other events to maintain knowledge of gaming and current investigations and enforcement best practices
- j) Performs other such duties which may be deemed necessary to effectuate the plans of the MGC

Minimum Qualifications

- a) At least 10 years management experience in complex criminal investigations and enforcement
- b) A bachelor's degree required, professional degree preferred
- c) Regulatory experience in the casino gaming industry or other regulatory compliance experience
- d) Excellent management and communication skills
- e) Candidate will be subject to an extensive background investigation, including a pre-employment drug screen

Candidate Knowledge and Preferred Abilities

- a) Knowledge of gaming regulatory requirements
- b) Demonstrated competence in management of varied staff
- c) Excellent communication skills with private industry and public agencies including law enforcement, legal authorities and other diverse stakeholders
- d) Excellent judgment of the character and potential of employees, and experience in recruiting, mentoring, promoting and retaining a diverse group of talented colleagues
- e) Highest level of good character, honesty, and integrity
- f) Capable of handling many tasks that are time sensitive in pressure situations
- g) Demonstrated ability to work at a highly independent level
- h) Ability to maintain a steady state of operation as an entity's infrastructure evolves
- i) Ability to influence and build consensus amongst competing interests within the organization and when dealing with stakeholders and the public
- j) Ability to keep all stakeholders informed and engaged
- k) Attention to detail and ability to implement plans efficiently and effectively
- l) Ability to summarize and disseminate important details in a timely manner
- m) Exceptional writing skills
- n) Ability to understand statistical information
- o) Ability to read, analyze, and interpret business and financial reports

Salary commensurate with experience.

Please submit cover letters and resumes to:

Ali DiPaolo, Managing Director
JuriStaff
adipaolo@jsl-hq.com
Phone: 617-973-5099 ext: 3516

It is the policy of the MGC and the Commonwealth of Massachusetts to afford equal employment opportunities to all qualified individuals, without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, gender identity or expression, or any other characteristic or status that is protected by federal, state or local law.